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ABSTRACT

This guide contains a variety of materials to help teachers for grades 8-12 (specifically those in the Columbia County School System, Georgia) infuse career education into their classrooms. Contents include both school system-specific and general information: (1) brief discussion of career education; (2) listing of nine student outcome objectives; (3) objectives for the eighth and tenth grade career development criterion referenced tests; (4) listing of career education resource teachers (CERTs) 1980-81; (5) role descriptions for principal, CERT, counselor, media specialist, classroom teacher, and advisory committee; (6) Columbia County Locally Developed Career Education Materials List (Grades 8-12); and (7) Inventories of Career Education Materials for four schools. A final section entitled Procedures contains a discussion and outline of procedures for updating the Community Resource Guide, requesting a field trip, securing a community resource speaker, and obtaining free and inexpensive educational materials. Sample forms are provided as needed. (YLB)

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CAREER EDUCATION PROGRAM

Columbia County School System - Appling, GA 30802

ED193518

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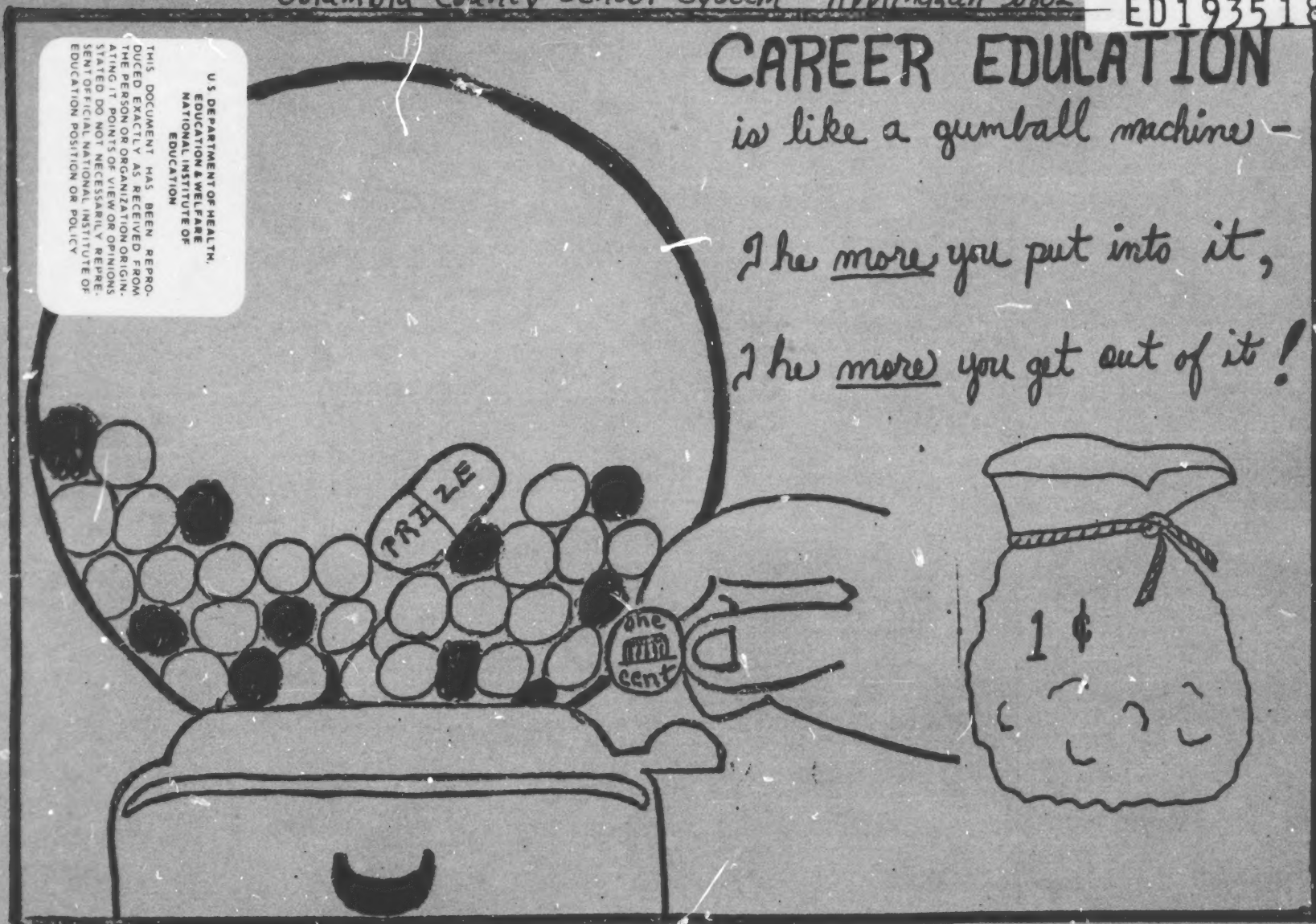
U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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EDUCATION

CAREER EDUCATION

is like a gumball machine -

The more you put into it,

The more you get out of it!



TEACHER GUIDE
GRADES 8-12

GRADES 8-12 TEACHER GUIDE

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CAREER EDUCATION: WHAT IS IT?

Career education is a new systematic approach to education which promises to make education more relevant and more interesting to students. As defined by Dr. Kenneth Hoyt, "Career Education is the total effort of public education, the home, and the community aimed at helping all individuals to become familiar with the values of a work-oriented society to integrate these values into their personal value systems, and to implement these values into their lives in such a way that work becomes possible, meaningful, and satisfying to each individual.

Career education should become part of the student's curriculum from the moment he enters school. It relates reading, writing, arithmetic, and other subject areas to the varied ways in which adults live and earn a living. As the student progresses through school, the skills, knowledge, and above all, the attitudes necessary for work success are stressed. This stress is phased into every subject for every student, not just in separate classes designed for those who are going to work.

In the early school years, K-6, students are made aware of the variety of careers and occupations that make up the world of work. They focus on the world of work, consumer economics, and character of self development and try to bring these elements together.

In the middle years, 7-9, students are given opportunities to explore clusters of occupations and careers first hand by spending some time in simulated and actual work settings.

In the career preparatory level, 10-14, students are given an opportunity to explore clusters of occupations in more depth and to learn entry level knowledges and skills in one or more occupations or careers. They are also given the opportunity to prepare for professional career and other higher level careers which require a college education.

GOALS AND OBJECTIVES

Student Outcome Goals

The overall purpose of the exemplary career education model will be to produce leavers who are:

1. Competent in the basic skills required for adaptability in our rapidly changing society.
2. Equipped with good work habits.
3. Equipped with a personally meaningful set of work values that foster in them a desire to work.
4. Equipped with career decision making skills, job hunting skills, and job getting skills.
5. Equipped with a degree of self-understanding and understanding of educational - vocational opportunities sufficient for making sound career decisions.
6. Aware of means available to them for continuing and recurrent education.
7. Either placed or actively seeking placement in a paid occupation, in further education, or in a vocation consistent with their current career decisions.
8. Actively seeking to find meaning and meaningfulness through work in productive use of leisure time.
9. Aware of means available to themselves for changing career options -- of societal and personal constraints impinging on career alternatives.



8th GRADE - CAREER DEVELOPMENT CRITERION REFERENCED TEST
OBJECTIVES

1. Given a particular situations the student can identify characteristics that may insure success or failure.
2. The student recognizes how the ability to get along with people affects getting into, keeping, and advancing in a job (interpersonal relations).
3. The student recognizes how personal characteristics may impede and/or facilitate work on the job.
4. The student recognizes how self confidence influences personal aspirations.
5. The student recognizes that certain things about himself can be or will be changed and that such changes can affect his chances for participating in and successfully completing various educational and vocational activities (relates also to decision making).
6. The student will recognize that work is an integral part of a lifestyle and that through career planning one can improve and/or change his lifestyle.
7. The student demonstrates knowledge of behaviors which are indicative or a sense of responsibility for ones own actions or decisions (relates also to decision making).
8. The student recognizes that career goals in many occupations are achieved only through experience and/or additional training.
9. The student recognizes that different occupations require different occupational preparation and that there may be alternative routes to the same occupation.
10. The student recognizes a wider variety of educational and occupational opportunities available to those who complete high school and to those with advanced and/or specialized training, as compared to a person who does not complete high school or who lacks skilled training.
11. The student will demonstrate knowledge or skills which are important in obtaining a job.
12. The student recognizes that he is influenced in some manner by every school subject area encountered, and he has some knowledge of the application of subject matter to his everyday life, including his work.

WORK AND OCCUPATIONS

13. The student is familiar with several major sources of vocational educational information and be able to judge generally how accurate, reliable and helpful certain sources and pieces of information are.

14. The student will recognize some of the ways in which the availability and/or desirability of specific educational and vocational opportunities are being influenced by social, economic and technological training.
15. The student will recognize that within an occupational area or group there are a wide variety of career choices.
16. Given several occupational fields (job families), the student will be able to identify some of the factors about the job field which could influence career choice.

DECISION MAKING

17. The student will recognize how various experiences such as leisure time activities, volunteer work, part time jobs, can be useful in choosing educational and vocational goals.
18. The student recognizes the interdependence of immediate decisions in long range goals.
19. The student can recognize influence of group of friends on his personal decisions.
20. The student can identify important decisions and choice points that face people who pursue various educational and vocational choices.

Career Development Criterion Reference Objectives For 10th Grade

1. The student indicates an ability to evaluate him/herself realistically with respect to potential, achievements and limitations and to establish goals comensurate with his/her potential.
2. The student demonstrates knowledge of how to use information about various occupations, interests and test scores to determine choice of long range goals.
3. The student demonstrates a knowledge of how to set goals which are consistent with values.
4. The student demonstrates a knowledge of how to select experiences (including educational experiences) which are relevant to the students' chosen goals.
5. The student demonstrates knowledge of how to obtain information and/or assistance when needed.
6. The student demonstrates knowledge of how to properly plan and follow a program of study.
7. The student demonstrates knowledge of a variety of practical and appropriate study methods.
8. The student identifies characteristics of an education or training plan which will facilitate the achievement of an occupational or career goal.
9. The student demonstrates a knowledge of, and can apply, the sequence of steps involved in a rational problem solving process.
10. The student demonstrates a knowledge of the skills necessary to make individual decisions about the student's own life.
11. The student demonstrates an understanding of how various career choices may influence the amount and type of leisure time activity pursued.

Career Development Criterion Reference Objectives For 10th Grade (Continued)

12. The student identifies the type and amount of training appropriate for a variety of skilled and professional careers.
13. The student demonstrates knowledge of how to prepare a personal data sheet or resume and fill out a standard job application form.
14. The student can identify appropriate dress, grooming and manners for a job interview and explain their role in obtaining a job.
15. The student recognizes that work is necessary and desirable.
16. The student demonstrates an understanding of the contributions which people in a wide variety of occupations make to the well being of others.
17. The student demonstrates a knowledge of the importance of taking pride in workmanship and accomplishment and of following through on commitments.
18. The student demonstrates a knowledge of how to adjust to varying assignments and to changes in methods and work situations and indicates a willingness to take risks involved in trying new alternatives.
19. The student demonstrates attitudes which facilitate working with others.
20. The student can identify how relationships with fellow workers and employees may effect his career success.
21. The student identifies skill, knowledge and attitudes which are essential to success in an occupation or specific job situation.
22. The student indicates a concern for the property of others, including the cost and care of materials used on the job.
23. The student indicates support for ethical standards in business and industry.

CAREER EDUCATION RESOURCE TEACHERS (CERTs)
School Year 1980-81

SCHOOL NAME	CERT
Belair Elementary	Debbie Callan
Evans Elementary	Cathy Ryan
Grovetown Elementary	Gwen Hoffman
Martinez Elementary	Ellen Lewis
	Elaine Schleier
	Virginia Johnson
(Appling)	Mattie Grant
North Columbia Elementary	Velma Ethridge
(Phinzy)	
North Harlem Elementary	Peggy Young
South Columbia Elementary	Beverly O'Tyson
	Barbara Newby
South Harlem Elementary	Bernadette Williams
Westmont Elementary	Shelia Murphey
////////////////////	
Columbia Junior High	Anne Pack
Evans Junior High	William Jackson
Evans High School	Dorothy Impink
Harlem High School	Ed James

ROLE DESCRIPTION

Principal

The Principal will be in charge of promoting and supporting Career Education within the school. In order to help meet the goals and objectives of Career Education the Principal will:

1. Promote Career Education among the faculty, PTA/PTO, community and student body.
2. Identify and support a Career Education Resource Teacher.
3. Provide faculty with staff development, workshops, or inservice to assist in the implementation of Career Education.
4. Develop or adopt a school plan for the Implementation of Career Education.
5. Encourage the Media Specialist to select materials suggested for use in a Career Education program.
6. Cooperate with Support Services in arranging teacher participation in writing teams by:
 - a. providing teachers with information
 - b. releasing teachers and providing substitutes
 - c. providing writing team participants with an opportunity to share the experience with other teachers.
7. Assist in carrying out the total program by:
 - a. assisting in the location and approval of community resource speakers
 - b. approving field trips
 - c. encouraging teachers to use available resources and materials.
8. Insure that an Advisory Committee is formed and serve as a member of this committee.
9. Provide times for teachers to share activities, ideas, materials, and techniques.
10. Request inservice from Career Education staff based on requests from faculty and availability of resources.
11. Provide positive reinforcement for teachers, media specialists and Career Education resource teachers who successfully accomplish their designated roles.
12. Allow teachers and other personnel from different schools to observe teachers' techniques, materials centers, classroom displays, etc., and other areas reinforcing Career Education concepts.
 - a. done on a request basis
 - b. done on necessary limitations

ROLE DESCRIPTION

Career Education Resource Teacher (CERT) Grades 8 - 12

The CERT acts as the liason person between the school and the Career Education staff for the general purpose of implementing and maintaining career education in the school. In order to meet the goals and objectives outlined for career education, the CERT will:

1. Establish a Career Education Advisory Committee chaired by the counselor and CERT. The counselor is to coordinate the Teacher Advisory System.
2. Work with the principal and Advisory Committee on the development of a school plan for career education.
3. Actively support and implement career education activities in his or her role as the CERT.
4. Assist the counselor and teachers in designing and implementing the Teacher Advisory System by helping to locate resources and materials if requested.
5. Maintain up-to-date information on available community resources.
6. Assist in disseminating information about resource materials for teacher use as needed.
7. Coordinate inservice activities related to implementing the school plan.
8. Assist teachers in developing career education activities for infusion in subject areas when requested.
9. Meet with teachers monthly to discuss activities planned and implemented as delineated in the school plan by making announcements and presentations at the faculty meetings.
10. Assist in publicizing the activities of the school through appropriate news media.
11. Assist in orienting new teachers, during pre-planning to the career education program to be implemented in the school.
12. Become familiar with available career education resource materials.
13. Work cooperatively with the principal and county coordinator in designing and implementing the school plan for career education.
14. Assist teachers in implementing the Mini FBCE Program, or Internship.
15. Coordinate a special school project.
16. Coordinate a school bulletin board or display for career education on a regular basis.
17. Submit the Community Resource Resume forms on a monthly basis.
18. Collect and reissue the Career Education Samplers and other materials each year.
19. Attend career education inservice meetings every 6 weeks after school hours.

ROLE DESCRIPTION

Counselor Grades 8 - 12

Since an effectively functioning counselor is necessarily deeply involved in career guidance activities that closely parallel the career education concepts, the counselor serves as a resource for the career education resource teacher as well as the total faculty. In order to meet the goals and objectives outlined for career education, the counselor will:

1. Assist the media specialist in designing and establishing a career resource center for students.
2. Serve on the school career education Advisory Committee.
3. Work cooperatively with the principal and CERT in planning the overall career education program.
4. Develop and implement career guidance activities for all students through:
 - a. Teacher Advisory System
 - b. Career Day Activities
 - c. Other
5. Coordinate and/or conduct inservice activities to assist teachers in implementing career guidance activities.
6. Coordinate the identification and utilization of community resource personnel for use in career guidance activities.
7. Coordinate the dissemination of information to students on specific career areas as well as opportunities for continued education.
8. Assist in placing students in part time and/or full time employment.
9. Conduct a follow-up study of all graduates.
10. Assist in orienting new teachers to the Teacher Advisory System.

ROLE DESCRIPTION

Media Specialist Grades 8 - 12

The media specialist will be in charge of helping teachers and students with materials they need to accomplish the goals and objectives of the career education program. In order to help meet these objectives the media specialist is encouraged to:

1. Become familiar with the materials that address these concepts:
 - a. Self awareness
 - b. Decision making
 - c. Career awareness
 - d. Work habits and values
 - e. Basic skills
 - f. Career exploration
 - g. Job seeking, getting, holding skills
2. Include career education materials in developing a total collection of resources in the library. Also, recommend additional sources of funds for the acquisition of materials.
3. Set up a Career Resource Center, as outlined in the School Plan: Career Resource Centers.
4. Explain, display, and encourage the availability and use of career materials by the faculty.
5. Work with the CERT to meet with groups of students.
6. Construct bulletin boards or displays dealing with the career education concepts, during such times as Career Education Week and other such times.
7. Assist students in locating resources for various career interests.
8. House the Community Resource Guide and the Bulletin Board Ideas Books developed by the career education staff and encourage their use by the faculty.

ROLE DESCRIPTION

The Classroom Teacher

The teacher will be the direct link to the student with whom the Career Education Program will be concerned. The duties of this person will be to work to make sure their students accomplish the goals and objectives of Career Education.

In order to meet the goals and objectives outlined for Career Education teachers will:

1. Infuse into the instructional program activities which correlate the Career Education concepts with the subject matter being studied. These concepts are aimed at improving students:
 - a. work habits
 - b. work values
 - c. career awareness
 - d. self awareness
 - e. decision making
 - f. leisure time
 - g. knowledge of opportunities for continued education
2. Clearly write descriptions of teaching approaches used and student activities (handouts, discussions, field trips) .
3. Attend staff development meetings, workshops, and inservices to learn effective use of Career Education materials, techniques and approaches as well as how to develop lesson plans which fuse the Career Education concepts with various subject matter areas.
4. Use materials available from the Media Specialist and evaluate the specific material used.
5. Share activities, ideas, materials, and techniques with other interested teachers.
6. Work with the CERT in developing activities and selecting instructional materials and community resources which meet the subject needs as related to Career Education.
7. Course outline should be made available to CERT for effective planning.
 - a. activities
 - b. use of kits
 - c. speakers
 - d. field trips
 - e. role playing
8. Allow teachers or personnel from other classrooms, schools or school systems to observe teaching techniques or centers.
9. Participate in writing teams to share ideas and activities with others.
10. On a monthly basis, report evaluations of materials (kits, handbooks, games, etc.) used and suggestions for expansion or changes.
11. Encourage and assist students in the use of community resources.
12. Request inservice in areas of inadequacy or interest.

ROLE DESCRIPTION

Advisory Committee

Formed either separately or in conjunction with the guidance committee, the advisory committee should:

1. Provide input on the development of school plans for career education.
2. Make recommendations on revisions in procedures and forms.
3. Make recommendations on roles and responsibilities of faculty.
4. Make recommendations on school projects centered around career education.
5. Assist in giving inservice prior to the implementation of the teacher advisory program to other faculty members.
6. Evaluate the program being implemented in the school.

Possible members of the committee are:

- a. principal
- b. counselor
- c. teachers
- d. students
- e. career education resource teacher
- f. special education resource teacher
- g. community members

COLUMBIA COUNTY LOCALLY DEVELOPED CAREER EDUCATION MATERIALS

Grades 8 - 9:

SAMPLERS (Every Teacher)

1. 9th grade English - Literature
2. 8th grade Reading
3. 8th and 9th grade Math
4. 9th grade Science
5. 8th and 9th grade Social Studies

CAREER GUIDANCE HANDBOOKS (Every Teacher)

1. Teacher Advisory Guide to Implementation (Counselor only)
2. Career Guidance Handbook, 8th grade
3. Career Guidance Handbook, 9th grade

OTHER

1. Community Resource Guide - (Librarians, Secretary, Career Ed. Resource Teacher, Counselor)
2. Career Education Bulletin Board Idea Books - (2 volumes) checkout in library

[Handwritten signature]

Grades 10 - 12

SAMPLERS (Every Teacher)

1. Journalism
2. Economics
3. American History
4. English Literature
5. American Government (National, State, Local)
6. Biology

CAREER GUIDANCE

1. Teacher Advisory Guide to Implementation (Counselor Only)
2. Career Guidance Handbook, Grade 10
3. Career Guidance Handbook, Grade 11
4. Career Guidance Handbook, Grade 12

OTHER

1. Community Resource Guide - (Librarian, Secretary, Career Ed. Resource Teacher, Counselor)
2. Career Education Bulletin Board Idea Books - (2 volumes) checkout in library
3. Mini EBCE Guide - Career Education Resource Teacher

Career Education
Inventory

Columbia Junior High

Media Specialist: Sharon Farkas

Career Education Resource Teacher: Anne Pack

<u>Item</u>	<u>Location</u>
1. Cluster Game Ed. Achievement Corp.	PECE
2. Chronicle Guidance Occupational Briefs	Library Media Center
3. C.E.C.I.L. - Career Ed Computerized Information Letter	Library - 1 copy Home Ec - 1 copy Teacher Resource - 1 copy
4. Game Sim Calif. Learning Simulations	Teacher Resource
5. News Lab I	Teacher Resource Center
6. English At Work Vol I & 2	Teacher Resource Center
7. B.O.C.E.C Guides	Social Studies English Business & Office
8. Coping with Series 1 set	Library CE Media Center
9. Singer Study Mate	Media Center
10. Listening Station Career Development Lab (Taped Interviews)	Home Ec

Career Education
Inventory

Evans Junior High

Media Specialist: Ann Faulk

Career Education Resource Teacher: William Jackson

<u>Item</u>	<u>Location</u>
1. Game Sim	Counselor Office
2. Math Applications Kit	Teacher Resource
3. News Lab I	Teacher Resource
4. O.E.K.	P.E.C.E. Room
5. Keys (to Kunder E)	Counselor
6. Cluster Game	P.E.C.E. Room
7. Coping With Series - 1 set	C.E. Media Center
8. Chronicle Guidance Occupational Briefs	C.E. Media Center
Singer Study Mate - #8875 1-088926	Counselor
Tape Player Audiotronic Model #148, #336516	

EVANS HIGH SCHOOL INVENTORY

Media Specialist: Paula Ray

Career Education Resource Teacher: Dorothy Impink

BOOKS

- BO-CEC-Business and Office Careers Course Guide
(National Business Education Association)
- BO-CEC-English Resource Guide
(National Business Education Association)
- BO-CEC- Secondary/Post Secondary Component
(National Business Education Association)
- BO-CEC- Social Studies Resource Guide
(National Business Education Association)
- Career Education Activities: Subject Area Teachers
(Abt Publications)
- Career Education Activities Series:
Business Education
Elementary French
Home Economics
Language Arts
Life Sciences
Mathematics-Jr-Sr. High
Social Studies
- Careers in Focus: (McGraw Hill Book Co.)
Exploring Health Occupations
Exploring Occupations in Public and Social Services
Exploring Occupations in Science, Fine Arts and Humanities
- Career Related Math Units Teachers Edition
(Minnesota State Department of Education)
- Career Related Units: Geometry
(Minnesota State Department of Education)
- Career World-Curriculum
(Innovations, Inc.)
- English at Work Vol. 1
(Vocational-Technical Curr. Lab. - Rutgers State University)
- English at Work Vol. 2
(Vocational-Technical Curr. Lab. Rutgers State University)
- Exploring Career Interests
(Science Research Associates, Inc.)
- Ideas That Work!
(Broward, Orange, Pinellas)
- Introduction to Nursing Care
(Johnson and Johnson)
- Jobs for Which a College Education is Usually Required
(U.S. Department of Labor, Bureau of Labor Statistics-1976)
- Looking for a Job (230 copies)
(Georgia State Employment Service)
- Merchandising Your Job Talents (203 copies)
- Real People at Work Series: (Educational Research Council of America)

Architect
Contract Cleaners
Dentist
Dry Cleaner
Ecologist
Electrician
Fish Biologist
Helicopter Pilot
Home Economist

Industrial Film Maker
Insulation Knitter
Judge
Lumber Worker
Machinist
Marine Engineer
Market Researcher
Meteorologist
Natural Science Chemist
Nuclear Plant Designer
Nuclear Reactor Operator

Physical Therapist
Power Plant Worker
Office Worker
Post Controller
Power Transformer Assem.
Protective Clothing Mkr.
Ship's Engr.
Truck Mechanic
Watch Repairman
Water Analyst

Books (continued)

Real World

(King Features)

SRA Occupational Brief:

(Science Research Associates, Inc.)

Barbers

Ceramic Engineers

Nuclear Engineers

Plumbers and Pipefitters

Poultrymen

Theater Managers

The National Guidance Handbook

(Science Research Associates, Inc.)

Understanding Computers

(McGraw Hill Book Co.)

Work Brief Series:

(Science Research Associates, Inc.)

Accountants

Speech and Hearing Clinicians

Social Workers (Case)

Social Workers (Group)

Soil Conservationists

CASSETTES

330W	World of Economics .. 6 cassettes
651 Br	Office Education
720.1	Office Careers, Business
720.9	Clerical Training Office Procedure
721.0	Secretarial Practices Administrative Secretarial Practices
721.1	Training the Receptionist-Keeping Records
721.2	Shorthand-Principles; Shorthand...Beginning
721.3	Shorthand Transcription; Shorthand Speed and Transcription
721.4	Beginning Typing, Intermediate Typing
721.5	Advanced Typing, Employment Test Typing
721.6	Statistical Typing, Legal Typing
721.7	Medical Typing, Technical Typing
721.8	Executive Typing, Math for Business
721.9	Medical Office Practices, Legal Office Practices
722.0	Cost Analyst-Data Processing
722.1	Accounting-Advanced, The Payroll
722.2	Cost Analysis-Data Processing
722.3	Card Punch Operator, The Accounting Machine
722.4	Data Processing-Card Punch, Data Processing-Electronic
722.5	Legal Dictation-Medical Dictation
722.6	Technical Dictation, Work Stimulation

KITS

- Cardiac-A Cardboard Illustrative Aid to Computation
(Bell Telephone Laboratories)
- Career Awareness Program
(King Features)
- Career Games Laboratory
(Educational Progress Corp.)
- Concentration Game Boards (3)
- Consumer Choice Teaching Kit
(Proctor and Gamble Educational Service)
- Developmental Learning Materials:
 - Occupational Word Hunt
 - Career Crosswords
- Economics For Young Americans
(Chamber of Commerce of U.S.)
- Expo 10
 - (Science Research Associates, Inc.)
 - Artistic Games
 - Computational Games
 - Literary Games
 - Mechanical Games
 - Musical Games
 - Outdoor Games
 - Persuasive Games
 - Scientific Games
 - Social Studies Games
- Notch a Stick-Scratch a Stone - Set 1. Job Kit
(Leswing Press)
- People Materials Series:
 - (Relevant Productions, Inc.)
 - Bank Loan Applications
 - Credit Applications
 - Driver's License
 - Insurance Application
 - Letters of Application
 - School Applications
 - Social Security
 - Unemployment Benefits
 - Work Applications
 - Workman's Compensation
- 371.1I If You're Not Going To College (2 records, 2 filmstrips)
- 371.4J Job Hunting:Where to Begin (2 records, 2FS, 1 Booklet)
- 371.8D Dropping Out: Read to Nowhere (2 records, 2Fs)
- 651 Do The Secretary in a changing Business World (2 records, 4FS)
- 657A Accounting (3 cassettes, 3 booklets, worksheets, guide)
- 659.1 About Advertising-Getting Down to Basics About Advertising
(1 record, 1FS, 23 student booklets, 1 poster, 1 guide)
- 659.1 Advanced Advertising: The Image Makers (FS, 1 cassette,
1 guide, 30 student manuals, 14 posters)

FILMSTRIPS

- 47 Job Outlook for Youth
146 Guidance (6 Filmstrips)
Interests Pay Off
When You Go To Work
Ahead After High School
How to Study Occupations
Your Occupation-Student
The Psychology of Learning
148 Guidance (6 Filmstrips)
College Entrance Examinations
What Tests Tell
Worried About College?
On Being Different
Personal Problem Solving
Putting Your Aptitude to Work
Microfiche Cards Georgia Department of Labor

001.6 Basic Principles of Data Processing
Sax James A. Saxon and Wesley W. Steyer

001.6 Computers and You
S Kurt R. Stehling

001.6 Computers
Peter Treuenfels

001.6 Computer Power and Human Reason: From Judgement to Calculation
W Joseph Weizenbaum

010 Guide to Career Information
C Career Information Service

015.378 Books For Occupational Education Programs; a List For Community Colleges,
M Technical Institutes and Vocational Schools
Edward Mapp

016.378 Materials For Occupational Education
S Patricia Schuman

020 Librarians Wanted, Careers in Library Service
P Adrian A. Paradis

020.23 Challenging Careers in the Library World
Oa Vanya Oakes

070.4 Beauty, Brains and Glamour; a Career in Magazine Publishing
Col Hela Colman

070.5 A Writer's Guide to Book Publishing
Bal Richard Balkin

070.5023 Your Future in Publishing
C Leonard Corwen

070.69 Careers and Opportunities in Journalism
F Ira Henry Freeman and Beatrice O. Freeman

150.69 Opportunities in Psychology Careers
Sup Donald E. Super

200.23 Church Vocations
Joan Thatcher

301.16 Deadline For The Media, Today's Challenges to Press, TV and Radio
Aro James Aronson

301.41 The Family Circle Book of Careers at Home
G Mary Bass Gibson

301.42 Woman's Place; Options and Limits in Professional Careers
Eps Cynthia Fuchs Epstein

309.2 Warriors of the Poor, the Story of VISTA
Cro William H. Crook

331.0973 Clockwork-Life In and Outside an American Factory
B Richard Balzer

331.1 How to Get a Job Overseas
C Curtis W. Casewit

331.1 Your Resume: Key to a Better Job
C Leonard Corwen

331.1 Getting a Job; a Study of Contacts and Careers
Gra Mark S. Granovetter

331.1 Go Hire Yourself and Employer
I Richard K. Irish

331.1 Ten Weeks to a Better Job
M Stanleigh McDonald

331.1 Resumes That Get Jobs: How to Write Your Best Resume
R Resume Service

331.1 Public Service Employment Jobs For All
Lek Robert Lekachman

1.4 Woman's Work Book; How to Get Your First Job, How to Re-enter the Job
A Market, How to Fight For Your Rights in the Work World and More
Karin Abarbanel

331.4 The Secretarial Ghetto
 B Mary Kathleen Benet
 331.4 Women and Success: The Anatomy of Achievement
 Kq Ruth B. Kundsia
 331.4 Job Ideas For Today's Woman
 Lam Ruth Lembeck
 331.4 Saturday's Child: Thirty-Six Women Talk About Their Jobs
 S Suzanne Seed
 331.7 Career Guide to Professional Associations, a Directory of Organizations
 C by Occupational Field
 331.7 Jobs in Personal Services
 C Calvin Criner
 331.7 The Encyclopedia of Careers and Vocational Guidance
 E Vol. 1-Planning Your Career
 Vol. 2- Careers and Occupations
 331.7 Your Future in Exotic Occupations
 E Dora R. Evers
 331.7 Very Important People in Personal and Protective Services
 F Dorothy Freeman
 331.7 Career and Life Planning Guide
 L John W. Loughary
 331.7 I Can Be Anything; Careers and Colleges For Young Women
 M Joyce S. Mitchell
 331.7 Get The Best of Yourself; How to Find Your Success Pattern and Make it
 N Work For You.
 Katherine Nash
 331.7 On The Job
 N Joseph L. Norton
 331.7 Paraprofessionals; Careers of the Future and Present
 S Sarah Splaver
 331.70 New Careers; Real Jobs and Opportunities for the Disadvantaged
 Pow Fred Powledge
 331.702 Concise Handbook of Occupations
 C Joan M. Costello
 331.702 Your Career in Unusual Occupations
 Har Walter Harter
 331.702 Money, Jobs and Futures; a Guide for Young People on the Move
 Roe Roberta Fleming Roesch
 331.81 The Future of Work and Leisure
 P Stanley Parker
 332.1 Your Future in Banking
 B Ralph E. Boynton
 332.6023 Careers for the '70s: Securities
 Hen Faye Henle
 332.7 Your Future in the Credit Field
 N M. R. Neifeld
 333.7 Nature's Guardians: Your Career in Conservation
 N Harry Edward Neal
 333.720 Environment: Looking Forward to a Career
 H Robert L. Herbst
 334 Jobs: How People Create Their Own
 Ron William C. Ronco
 338.4 Your Career in the World of Travel
 Dow Dorothy Dowdell
 344.1 Know Your Job Rights
 W Wesley M. Wilson
 350 Government: Looking Forward to a Career
 Fra Arvonne Fraser
 351.1 Your Future in the Federal Government
 G Stephen Gould
 351.1 Government Jobs and How to Get Them
 S Sterling D. Spero

351.3 Complete Guide to U.S. Civil Service Jobs
 T Reuben Turner
 351.7 Your Future in Law Enforcement
 G Allen Z. Gammage
 355.2 Careers for Women in Uniform
 H Grover Heiman
 363.2023 Your Career in Law Enforcement
 LLa Robert A. Liston
 370.19 Teaching for a Change
 S John Anthony Scott
 370.23 Education: Looking Forward to a Career
 Mos Lucile Moses
 371.1 Practical School Volunteer and Teacher-Aide Programs
 D Benjamin DaSilva
 371.1 Your Future in Elementary School Teaching
 S Robert J. Shockley
 371.4 Occupational Information: Where to Get it and How to Use it in Career
 H Education, Career Counseling and Career Development
 Robert Hoppock
 371.4 101 Businesses You Can Start and Run With Less Than \$1000.
 Ksh H. S. Kahn
 371.4 Lovejoy's Career and Vocational School Guide: a Source Book, Clue Book
 Lev and Directory of Institutions Training For Job Opportunities
 Clarence E. Lovejoy
 371.42 Community Service and Related Specialists
 B Sylvia J. Bayless
 371.42 Your Career in Medicine
 B Alan R. Bleich
 371.42 Six Ways to Get a Job
 B Paul Boynton
 371.42 Occupations Today
 John Brewer
 371.42 Your Career in Physicial Therapy
 Der Patricia Darby
 371.42 Plant Scientists and What They Do
 H Jack R. Harlan
 371.42 Your Future in Translating and Interpreting
 Hen J. F. Hendry
 371.42 Vocations for Boy
 K Harry Dexter Kitson
 371.42 Your Future in the Beauty Business
 Lev Christine Levathes
 371.42 Vocations for Girls
 L Rebecca Lingenfelter
 371.42 Executive Careers for Women
 M Frances Maule
 371.42 Veterinarians and Their Patients
 M Charles Paul May
 371.42 Planning Your Future
 M Myers
 371.42 Pathfinders, U.S.A.; Your Career on Land, Sea and Air
 N Harry Edward Neal
 371.42 From High School to a Job
 P Adrian Alexis Paradis
 371.42 Career Planning for High School Students
 Reilly William John Reilly
 371.42 Your Career If You're Not Going to College
 S Sarah Splaver
 371.42 Aim For a Job in Automotive Service
 Tay Dawson Taylor

- 377.42 College Ahead, a Guide for High School Students and Their Parents
W Eugene Smith Wilson
- 377.43 Occupations and Careers
Fei S. Norman Feingold
- 377.8 Getting Skilled, a Guide to Private Trade and Technical Schools
Tom Hebert
- 378.02 The College Student's Handbook
Lae Abraham H. Lass
- 378.1 The Handbook of College Entrance Examinations
K Stephen Krulik
- 378.1 The Right College; How to Get in, Stay in, or Get Back in
Pop Loren Pope
- 378.1 Complete Planning for College
Su Sidney Sulkin
- 378.3 Student Financial Help. A Guide to Money for College
Sca Louis T. Scaringi
- 378.3 Your College Education: How to Pay for it
Spl Sarah Splaver
- 378.73 Barron's Profiles of American Colleges
B Barron's Educational Series, Inc.
- 378.73 Lovejoy's College Guide
Lov Clarence E. Lovejoy
- 384.5069 Your Career in TV and Radio
G George H. Gordon
- 384.54 Getting Into Broadcast Journalism: a Guide to Careers in Radio and TV
J Gregory Jackson
- 388.2023 Aim for a Job in the Trucking Industry
M John P. McGill
- 391.023 Fashion as a Career
Hea Edith Heal
- 500 Wanted: Amateur Scientists
Robert Froman
- 507 So You Want to be a Scientist
N Alan Edward Nourse
- 507 Careers and Opportunities in Science
P Philip Pollack
- 530 Your Career in Physics
P Philip Pollack
- 530.023 Careers and Opportunities in Physics
Pol Philip Pollack
- 530.69 So You Want to be a Physicist
N Alan E Nourse
- 551.4 Your Future in Oceanography
G Norman H. Gaber
- 590.74 Zoo Careers
Bri William Bridges
- 610 So You Want to be a Doctor
N Alan Edward Nourse
- 610.69 Your Future in Medical Assisting
Che Norma B. Chernok
- 610.69 The Medical Office Assistant, Administrative and Clinical
F Portia M. Frederick
- 610.69 Medicine-Looking Forward to a Career
K Betty Kane
- 610.69 Careers in the Health Field
Eddie E. Lee
- 610.69 The Physician
L Russell V. Lee
- 610.69 Health-Looking Forward to a Career
M Lucille Moses

510.69 Aim For a Job in the Medical Laboratory
 2 Moire Davison Reynolds
 510.7 Careers For Nurses
 3 Dorothy Deming
 51Q.7 Modern Nursing
 2 Dorothy Ducas
 510.73 Nursing as a Career
 Cha Caroline A. Chandler
 510.73 The Story of Nursing
 3 Bertha S. Dodge
 510.73 Nurses and What They Do
 Kay Eleanor Kay
 510.73 Your Future in Nursing Careers
 3 Alice M. Robinson
 515 Your Future in Pharmacy
 3 James E. Kresmer
 517.6023 Dentistry-Looking Forward to a Career
 K Betty Kane
 517.7023 Your Future in Optometry
 3 James R. Gregg
 520.0023 Engineering Technicians
 Bro Walter J. Brooking
 520.002 Engineering-Looking Forward to a Career
 W Ronald G. West
 520.59 So You Want to be an Engineer
 N Alan E. Nourse
 530.69 Careers in Engineering
 W Theodore Wachs
 520.8023 Reclaiming the Earth, Jobs That Help Improve the Environment
 Par Adrian A. Paradis
 621.381 Electronics-Looking Forward to a Career
 Louise G. Greenbaum
 621.381 Your Future as an Electronic Technician
 K John E. Keefe
 621.3819 Careers in Computer Programming
 B Leo Barnett
 621.3819 Your Future in Computer Programming
 D Sidney Davis
 621.3819 Your Career in Computer Programming
 S I. J. Seligsohn
 621.389 Your Future in the High Fidelity Industry
 N Bernard Newman
 621.48 Your Future in Nuclear Energy Fields
 T William F. Thompson
 623.8023 Your Future in Naval Architecture
 Ben Harry Benford
 624.023 Your Future in Civil Engineering
 G Alfred R. Golye
 629.13 Careers in Aviation in the Sky and on the Ground
 M Bob McGonagle
 629.28 You Can be a Mechanic
 L Arthur Liebers
 629.4 Your Career in the Aerospace Industry
 B Waldo T. Boyd
 629.4023 Your Future in NASA
 I Sol Levine
 630 Feeding the World of the Future
 Hel Hal Hellman
 635 Careers in Horticultural Sciences
 Low Dorothy Dowdell

6.9.069 Animal Doctors
 C Patricia Curtis
 6.9 Aquaculture: Farming in Water
 W Louis Wolfe
 6.7 Your Future in Restaurants and Food Service
 W James H. Westbrook
 6.6.7023 Your Future in Beauty Culture
 G Lawrence M. Gell
 6.6.7023 Cosmetology
 N Linda Naley
 6.7 Your Future in Hotel Management
 S Roger P. Sonnenband
 6.0 Exploring Careers Through Part-Time and Summer Employment
 L Charlotte Lobb
 6.0 Your Future in Your Own Business
 W Elmer L. Winter
 6.1.023 Your Future as a Temporary Office Worker
 Wm Elmer L. Winter
 6.1.076 Clerk-Steno Transcriber
 T D. Turner
 6.1.8023 Bright Future Careers With Computers
 L Robert Laskow
 6.1 Legal Secretaryship
 B Norma Davis Blackwell
 6.1 The Executive Secretary
 I Patricia Ingolraby and Joseph Focarino
 6.1 Beginning Office Wk
 T David R. Turner
 6.1 Office Assistant
 T David R. Turner
 6.1 Stenographer-Typist
 T David R. Turner
 6.1.076 Clerk-Steno Transcriber
 T David R. Turner
 6.3 Your Future as a Short Hand Reporter
 Va Edward Van Allen
 6.7 Your Future in Accounting
 L Edmond Locklear
 6.8.31 The Job Revolution
 G Judson Gooding
 6.8.4 United Nations Institute for Training and Research
 U
 6.8.8 Your Career in Selling
 L Robert Liston
 6.9.1 How to Become a Successful Model
 K Viju Kram
 6.9.1 Advertising-Looking Forward to a Career
 Lar Bob Larranaga
 6.9.1069 Your Career in Advertising
 J George Johnston
 6.9.2 Your Career in Public Relations
 D Jody Donohue
 6.1 Your Future in the Bakery Industry
 D Desmond H. O'Connell
 6.2.069 Aim for a Job in the Iron and Steel Industry
 S John W. W. Sullivan
 6.0.023 Building Trades-Looking Forward to a Career
 McK Glen McKibben
 6.6.023 You Can be a Plumber
 B Arthur Liebers

70.23 Art-Looking Forward to a Career
 G-s Margaret Gracem
 712 Art Career Guide; a Guidance Handbook for Art Students, Teachers, Vocational
 H Counselors, and Job Hunters
 Donald Holden
 70.23 Architecture-Looking Forward to a Career
 S William David Sitzekorn
 719.9 How to Make a Hit Record
 J. h Mike Jahn
 71.4023 Radio and Telephone
 H Billi Halberle
 752 Acting; an Introduction
 B Derek Bowskill
 752 The Theatre Student: Properties and Dressing the Stage
 B Karl C. Bruder
 756.069 Careers and Opportunities in Sports
 Is Stan Issacs
 808.025 Writing-Looking Forward to a Career
 T: g Ethel E. Figue
 909 How to Prepare For the College Board Achievement Test: European History
 Jea and World Cultures
 Leonard F. James

Careers Research Monographs

1. Here's Help on How to Select Your Career
2. Today's-Tomorrow's Civil Engineer
3. A Scientific Career For You as a Biologist
4. Does a Career in Interior Design and Decorating Appeal to You
5. Career as an Interior Designer and Decorator
6. Career as a Physical Education and Athletics Teacher
7. Is Law the Career For You
7. Career Opportunities as a Lawyer
8. Career as a Librarian
9. Careers in the Publishing Field
11. Your Career as a Professional Musician
12. Career Opportunities as a Professional Architect
13. Careers as a Landscape Architect and Landscape Nurseryman
14. Career Opportunities as a Commercial Artist
14. Your Career and Job Opportunities as a Geologist
16. Your Career Opportunities in Chemical Engineering
16. Career as a Chemical Engineer
17. This is About Jobs and Careers in Advertising
17. Career Opportunities in Advertising For Men and Women
18. Careers in the United States Foreign Service
18. Career Employment in the United States Foreign Service
19. Careers For Men and Women in Journalism
19. Journalism Jobs With Newspapers, Magazines, Radio and Television Broadcasting
20. Careers in Agricultural Science and Modern Farming
21. Your Career as a Lawyer
22. Career as a Radiologic Technologist
23. Your Career in Forestry
23. Careers and Jobs in Forestry
24. Job and Career Opportunities For Women in Home Economics
25. Nursing-The Career For You
26. What is the Career For You as a Medical Doctor
27. Career Opportunities as an Optometrist
29. Career as a Professional Basketball Player
32. Your Own Small Manufacturing Business
33. Your Career as a Salesman
34. Career and Job Opportunity-Nationwide-For Men and Women in Hotel, Motel and Resort Management and Operation
36. What is the Job and Career for You as a Mechanical Engineer
37. Careers in Electrical and Electronics Engineering
38. Art Gallery Operation-Career Opportunities For Men and Women
39. Aviation Careers With Airlines, Business, and in Private Aviation
40. Your Career as a Life Insurance Agent
41. Career Opportunities For You as a Dietitian
42. Your Job and Career in Criminology
42. Careers in Crime Science-Criminologist
43. Careers and Jobs in Social Work
44. Career as a Pharmacist
44. Job and Career Opportunities as a Pharmacist
45. Careers in Mathematical Statistics
46. Career as a Professional Golfer and the Golf Professional
48. Careers For Men and Women in Merchandising
49. Professional and Teaching Careers in Dramatic Art
50. Recreation Leadership
51. Careers in Education
54. The Beauty Shop Business as Your Career
54. Careers in Beauty Shops and the Beauty Shop Owner
55. A Business-Retailing Opportunity For You as Owner-Manager of a Womens Clothing Store-Shop

56. Childrens Clothing Shop
56. Childrens-Teens Clothing Store
57. Construction Contracting as a Career
58. This is About Government Career Employment
59. Job and Careers in Radio Broadcasting Stations
60. Freight Traffic Management in Transportation, Industry, Commerce and Government
62. Jobs and Careers in the Oil and Gas Industry
63. Florist Shop Ownership
63. Job and Careers in Florist Shop
64. Your Vocation as a Secretary-Private Secretary
64. Career as a Private Secretary
65. The Career and Job Opportunity For You as Owner-Manager of a Bookstore
67. Consider the Air Conditioning Business as Your Career
67. Job and Career Opportunities as an Air Condition Service Engineer and Technician
68. A Science Career For Women and Men
69. Restaurant Management; Ownership, and Career in Restaurant Work
69. Careers and Jobs in the Restaurant Business
70. Management Careers in the Laundry and Dry Cleaning Business
71. The Career and Job For You as a Doctor of Veterinary Medicine
72. The Vocational Possibility For You in Funeral Service and Mortuary Science
73. Careers in Guidance Counseling, Student Personnel and Placement
74. Careers and Jobs in Real Estate Property
75. You as a Teacher of Art
75. Career as a Teacher of Art
78. Merchandise Buyer-Merchandise Manager
78. Career as a Merchandise Buyer in Retailing
79. Your Career as Owner Manager of an Office Supply Store and Business
81. Start Your Own Tourist Attraction
82. Career as an Archeologist
83. Job and Career Opportunities For Women in Bank Employment
84. The Meteorologist
85. Careers For Science Students
86. Career as a Professional Dental Hygienist
87. Gift and Art Shop Operation as a Career
88. Career as a Teacher of School Music
90. Motion Picture and Drive-In Theater Management
91. Careers in Museum Work
92. What is the Job or Career For You in Computer Technology and Science
94. Careers as a Purchasing Manager-Buyer
94. Careers in Purchasing-Industry, Commerce, Government
95. Jobs and Careers in the Credit Business
95. Careers in Credit Departments-Retail, Banks, Finance, Business
96. Careers as a Home Economist in the Food Field
97. Career as an Artist
98. This is a Career in Accounting as a Management Accountant
99. Career as a Fashion Designer
100. A Career in Education For You as a School Superintendent as a School Principal
101. Drugstore Management and Operation as a Career
102. The Career Opportunity For You as an Occupational Therapist
103. Career as a Certified Public Accountant
104. A Career in Medicine For You
104. Medical Career Opportunities as a Surgeon
106. Your Job in Childhood Education as a Kindergarten Teacher
107. You as an Industrial Designer
108. What is this Career For Men and Women in Office Management Administration
109. Is Physical Therapy the Career For You
110. Your Career as a Lawyer
111. Careers as Doctors in Eye, Ear, Nose and Throat Medicine
111. The Property-Liability Insurance Business
112. An Education in Merchandising Can Lead you to a Career in Best Sales and Service

113. Career as a Construction Electrician and Electrical Contractor
115. The Career For You as a Bookkeeper and Bookkeeping Machine Operator
116. Career as a Psychiatrist
117. Careers in Men's Clothing Store Operation
118. Career as an Editor and Careers in Editorial Work
119. Jobs and Careers in Paint Store Operation
120. Business, Engineering, Technical Careers with Utility Companies
133. This is the Job of Advertising Copy Writer
134. A Career For You as an Advertising Artist
134. Careers and Jobs For Women as Advertising Artists
135. Job and Career Opportunities For Women in Office Work
138. Career as a Carpenter and Residential Building Contractor
140. Careers in the Printing Business
141. What About Your Career as a Primary Teacher
141. Career Opportunities in Primary Teaching
142. Career as a Professional Baseball Player
143. A Scientific Career For You as a Physicist
144. Career Opportunity as a Candy Store Manager-Owner-Franchise
145. A Scientific Career For You as a Microbiologist
145. Science Careers For Men and Women as Microbiologists
145. Careers For Men and Women as Opticians
147. Job and Career Opportunities as a Highway Engineer
148. A Scientific Career For You-Opportunities in Medical Research
149. Careers in Electronics Science
149. Career as an Electronics Technician
150. Moneymaking Jobs in Modeling
151. Operating an Antique Shop as a Career
152. A Career in Agricultural Engineering
154. The Career and Job For You as a Psychologist
154. Careers for Men and Women as Psychologists
155. You as Owner-Manager of a Pet Shop-Store
156. Your Career as a Biochemist
157. Career as a Professional Tennis Player
159. This is About School and College Librarianship
160. Careers in the Agricultural Extension Service-The Extension agent-Home Economist-
LH Agent-Educator
161. Snack Shop Restaurant Operation as a Career
163. The Career Opportunity For You as a Nuclear Engineer
164. College Teaching
166. Career as a Private Detective
167. Your Career as a Professional Writer
167. Job Opportunities as a Professional Writer
168. Career as a Professional Football Player
169. Careers in Politics
170. Your Own Vehicle Sports Center
171. Health Food Store Management-Operation as a Career
172. Police Work and Crime Prevention as a Career
173. Television and Radio Announcer, Interviewer, Commentator-Careers
174. Your Occupation in Journalism as a News Reporter
175. Careers and Jobs With Zoos
176. Retailing Jobs and Careers in Grocery Store Management
177. Careers Nationwide With Fire Departments
179. Career as an Agricultural Economist
181. Start Your Own Private Personnel-Employment Agency
183. Your Career as a High School Teacher
184. Your Career in the Travel Business
185. Fabric and Sewing Accessories Store Operation
186. Jobs in Publicity
187. Your Career as a Community-Public Health Nurse

188. Cartooning as a Career
190. The Career and Job For You in Psychiatric Social Work
191. What is Your Career Opportunity as a Licensed Practical Nurse
197. Service Station Operation as a Career
198. The Career For You as an Athletic-Sports Coach
199. Your Career as an Elementary School Teacher
200. The Medical Secretary, The Medical Assistant Doctors Office Careers For Women
200. Career as a Medical Secretary and Medical Assistant
202. Your Interest in Photography Can Lead You to a Career in Photojournalist
204. A Scientific Career For You as a Botanist and Plant Scientist
205. A Technical-Mechanical Career For You as a Dental Laboratory Technician-Technologist
205. Job and Career Opportunities as a Dental Laboratory Technologist
206. Career Opportunities as an Industrial Engineer
207. A Career in Law
208. Career and Job Opportunities in International-World Trade and Commerce
209. What is the Career For You as a Special Librarian
211. Automobile Mechanic, Technician, and Repair Shop Owner-Careers
212. You Can Be an Inventor
214. Career as a Nursery School Teacher, School Director-Owner
214. Nursery School Teacher-Nursery School Director-Careers
216. Your Career and Job as a Court Reporter-Legal Reporter
216. Consider the Real Estate Business as Your Career
216. Career and Job Opportunities in Real Estate
217. Career as an Economist
219. Scientific Careers in Chemistry For Men and Women
220. Your Career Opportunities as a Painting Contractor-Businessmen and The Painter Craftman
222. Jobs and Careers For Women Leading to Management Jobs Retailing
223. Your Hobby, Toy and Craft Store
224. Career and Job Opportunities For Women and Dental Assistants
228. Scientific Career Opportunities and Employment Open to Women
229. Retail Selling as a Career
230. Professional Cook and Executive Chef-Careers
231. This is a Career in Teaching-Trade-Technical-Vocational
231. Career as a Vocational-Technical Teacher
232. Job and Career Opportunities as a Legal Secretary
233. The Automotive Engineer-Engineering-Technological Career for Men
234. Your Opportunity For Jobs and Career Employment in Public Health Service
234. Your Opportunity For Jobs and Career Employment in Public Health Service
235. Your Career as Owner Manager of a Camera And Photo Supply Store
236. Career Opportunities in Television, Radio, and Communications equipment, Repair, Service, Management
239. Career and Job Opportunities For You in Rehabilitation of the Physically and Mentally Handicapped
240. Paid Employment and Careers With Youth Organizations
243. Your Career as a Teacher of Industrial Arts
245. Farm Equipment Dealership and Service-Careers
247. Careers in The Athletic and Sporting Goods Shop
248. Career as a Communications Engineer And as a Technician, in Telephone, Telegraph, Radio and Television Work.
249. Careers in Automobile Dealerships
250. Careers in Industrial Medicine and Hygiene
253. Career as a Patent Lawyer
254. A Science Career For You-Fish and Wildlife Conservation and Management Careers
255. Retail Store Opportunity-Household Appliance Store Jobs-Ownership-Service
255. Home Appliance and Equipment Retailing
256. Careers in Truck Transportation
257. Careers in Hardware Retailing
259. Careers in the Field of Modern Foreign Languages
260. Auto Accessories and Parts Retailing as a Career

- : 61. Jobs in Air Freight and Express Transportation
- : 62. Careers in Mathematics
- : 63. Careers in College and University Administration
- : 66. Career as a Sports Writer Journalist
- : 66. Sports-Writer-A Career as Reporter-Journalist
- : 67. Careers in Trust Departments of Banks and Trust Companies
- : 68. Your Career as an Astronomer
- : 69. Careers as a Foreign Correspondent-News Correspondent
- : 70. Career as an Importer
- : 71. Your Job and Career With State and County Police Departments
- : 72. Career as a Production Manager in Manufacturing
- : 73. Business-Commercial Education Teaching as a Career
- : 74. Careers and Jobs With Magazines
- : 75. Career as a Jeweler and Jewelry Store Management
- : 76. Business Machines Sales and Service as a Career
- : 78. Career as a Jet Engine Technician and Mechanic
- : 80. Careers and Jobs with Savings and Loan Associations
- : 81. Careers in Furniture Stores and Furniture Store Management
- : 82. Career as a Route and Territorial Salesman
- : 84. Musical Instrument Retailing as a Career
- : 85. Careers in the Federal Social Security System
- : 86. Collection Agency Operation as a Career
- : 87. Career as a Government Tax Assessor
- : 88. Career as a Congressman
- : 89. Your Career in the Securities Business, Stock, Bond, Investment Broker
- : 91. Careers in Food Products Sales and Distribution

HARLEM HIGH SCHOOL INVENTORY

Media Specialist: Mary Ann Miles

Career Education Resource Teacher: Ed James

(Located in Media Center unless specified elsewhere)

Books

Career Ed. and The Curriculum, Guidance Monograph Series IX
(10 books on careers).

BO-CEC Guides (Business and Office-Career Education Curriculum)
Math, Social Studies, English, Business

Career Guide to Professional Associations; a directory of organization by
occupational field. Carroll Press (publishers)

Occupational Information: where to get it and how to use it in career education
career counseling and career development. Hoppock, Robert (Author)

The Encyclopedia of Careers and Vocational Guidance.

English at Work Vols. I and II (New Jersey)

Human Communication Handbook: Simulation and Games Brent D. Ruben and Richard
W. Bredd, (Hayden Book Co., Inc. 1975)

Encyclopedia of Careers

SRA Handbook of Job Facts

College Information (catalogs and pamphlet file) Counselor's office

Career Education Activities for Subject Area Teachers (Grades 9-12)

Social Issues Resource Series Work

PopEye Comics Series

The U.S. Army Career Education Guide - contains filmstrips and cassettes (counselor's
office)

Career Survival Skills, John W. Loughary and Theresa Ripley (Charles E. Merrill
Publishing Co. 1974)

Occupational Outlook Handbook (3) Counselor's Office

Applied Mathematics--Machine Shop A Teacher Guide Picot, Donald Prof. 510.7

Mathematics for Agriculture Miller, Frank Prof. 510.7

Related Mathematics -- Auto Body Vol. I Perroni, E. Albert Prof. 510.7

Paperback Books: (Located in counselor's office)

1. Opportunities in Acting Careers
2. Opportunities in Advertising Careers
3. Opportunities in Biological Sciences
4. Opportunities in Building Construction Trades
5. Opportunities in Carpentry Careers
6. Opportunities in Chemical Sciences
7. College Education, Planning your
8. Opportunities in Drafting Today
9. Opportunities in Economics Careers
10. Opportunities in Electrical Trades
11. Opportunities in Electronic Data Processing
12. Opportunities in Engineering Technology
13. Opportunities in Environmental Careers
14. Opportunities in Foreign Language Careers
15. Opportunities in Forestry Careers
16. Opportunities in Geology and Geological Engineering
17. Opportunities in Graphic Communications (The Printing Industry)
18. Opportunities in Landscape Architecture
19. Opportunities in Law Enforcement and Related Careers
20. Opportunities in Life Insurance Sales
21. Opportunities in Machine Shop Trade
22. Management Careers for Women
23. Opportunities in Materials Science and Engineering
24. Opportunities in Mechanical Engineering

Harlem High School Inventory (continued)

Paperback Books (continued)

25. Opportunities in Meteorology Careers
26. Opportunities in Office Occupations
27. Opportunities in Opticianry Today
28. Opportunities in Optometry
29. Opportunities in Osteopathic Medicine Today
30. Opportunities in Personnel Management
31. Opportunities in Pharmacy Careers
32. Opportunities in Physical Therapy
33. Opportunities in Podiatry Careers
34. Opportunities in Psychology Careers Today
35. Opportunities in Publishing Careers
36. Recreation and Leisure Time
37. Opportunities in Sales and Marketing Careers
38. Opportunities in Technical Writing Today
39. Opportunities in Travel Careers
40. Opportunities in Veterinary Medicine

Orange County Career Education Units:

Electricity in Lang. Arts, Science, Math, and Social Studies
Agribusiness Occupations
Construction
Photography Occupations
Advertising Occupations
Telephone Occupations
Radio and TV Occupations
Newspaper Occupations
Computer Occupations
Banking Occupations
Conservation and Ecology Occupations
Music Occupations
Language Occupations
Art Occupations
Medical Occupations
Hotel-Motel Occupations
Sports Occupations
Real Estate Occupations
Social Work Occupations
Insurance Occupations
Courthouse Careers
Law Enforcement Occupations
Transportation Occupations
Travel Occupations

Kits

You're Hired: Your Employment preparation guide (10 booklets, 1 filmstrip/cassette tape)
English at Work, Vol. 1 & 2 Teaching Units and Lesson Plans. Prof. 428, Shapiro
Desk Top Career Kit (Careers, Largo, Fla.) Counselor's Office
Career Cluster Kit by (Careers, Largo, Fla) Counselor's Office
Consumer Choice -Teaching Kit (1 film with cassette, 1 book, 1 game, Masters for handouts.
Consumer Advertising, 1 filmstrip, 1 cassette, book, poster masters for handouts
Eye Gate- ABC's of getting and keeping a job. 8 filmstrips, 4 cassettes, teacher manual, 5 ditto masters.

Women in Science Kit 920

Kits (continued)

Career Directions : Units 1-6 2 sound films, 30 booklets, 1 teacher guide
Unit 1: Deciding on Career 2 spirit masters, 2 trans. Can be incorporated into
Unit 2: Choosing Job other subjects.
Unit 3: Entering Job Market
Unit 4: Staying with It
Unit 5: Workers and Management
Unit 6: Unions and You

Careers III Series: How to find and keep a job. Part I: Pre-Job
Guide, slides, cassette

Birth of a Business Kit 650.1 12 cassettes, 1 book of spirit masters
Careers in Focus Kit 371.42 Discovering you, 1 filmstrip, 4 cassettes
10 large and 10 small pamphlets

NewsLab II (SRA) Kit Lab.

Current Affairs:

Advertising and the Consumer, . 1 sound filmstrip, 1 cassette, 1 guide
Consumer be Warned: frauds and deception. 1 sound filmstrip, 1 cassette, 1 guide
The Consumer and Credit, 1 filmstrip, cassette, guide
Changing Times Education Service
1. How on Earth do Working Wives Manage? booklets, trans. guide
2. Schools Give Better Job Training Now booklets, trans. guide
3. Jobs: An Updated look into the Future booklets, trans. guide.

Occupational Exploration Kit -- booklets and pamphlets (counselor's office)
Career Development Lab (cassettes-interviews with workers in 20 different
occupational areas)

Marriage and Money --- sound films.
Electing the President

Games, Activities, Etc.

Job Bank Microfiche Reader (shows local job openings Ga. Department of Labor)
Careers Parker Game
Vertical File -- Vocational Guidance and Careers
50 Spirit Master Activities in Environmental Sciences Job Awareness
40 Spirit Master Activities for exploring Careers in Science.
Grow Cards Grades 7-9, and grades 10-12
Job Family Series (SRA 10 cassettes Series of tapes for career and job awareness)
Career Education Program Vol II 7-9 Vol II 10-12 Career Guidance Units
Career Crosswords
Scope Visuals
Hat in the Ring
Personal Development Transparencies 10 sets
King Features - Career Awareness Bingo Game
Real People at Work, cassettes
Coping with Series (counselor's office)

PROCEDURES

Updating Community Resource Guide

Each year the Community Resource Guide must be updated due to personnel changes, company policy changes, and routine turnovers in the organizations listed in the Guide. Each community resource must be contacted by phone in order to secure accurate contact names, phone numbers and available services. Quite often, several teachers or counselors have already contacted the resource during the year so that the contact person has repeatedly given the same information to several schools.

Thus, in an effort to avoid duplication of effort and in order to follow county policy which states that all community resource involvement must be approved by the superintendent of schools, each Columbia County staff member who takes a field trip, invites a speaker, or uses materials must complete a Community Resource Resume form (Sample on page 40) whether one has or has not previously been included in the Community Resource Guide.

The procedures for updating the Community Resource Guide effective for the 1980-81 school year are as follows:

1. Each Columbia County staff member must complete a Community Resource Resume form (Sample on page 11f) for all field trips, speakers, or materials utilized in the instructional program including:
 - a. Resource - either field trip, speaker, or material
 - b. Contact Person - person in charge of arrangements
 - c. Address - accurate and complete address is vital for bus drivers and follow-up letters of appreciation
 - d. Description - one or two statements explaining what information or services the resource offers
 - e. Limitations - useful information concerning grade levels and group size which can save valuable teacher preparation time
 - f. Grade/Subject - helpful when others look through the Guide for relevant topics

Updating Community Resource Guide (Continued):

2. The staff member must submit the completed Community Resource Resume form to the Career Education Resource Teacher (CERT) in the school before or immediately following the trip, speaker visit, or the use of the material.
3. The CERT will keep a file and submit the resumes to the Office of Career Education and Staff Development on a monthly basis.
4. The Office of Career Education will compile all forms at the end of each year to use in updating the Community Resource Guide. A revision sheet will be produced every year or two to avoid reproducing the entire Guide each year.

This procedure for updating the Community Resource Guide should avoid undue contacts made to the generous community representatives who so graciously offer their services to our schools.

Resource: _____

Contact Person: _____

Address: _____

Phone: _____

Description: _____

Limitations: Age: _____ Size of Group: _____ Time Preferred: _____

Other: _____

Grade/Subject: _____

Community Resource Resume

Resource: _____

Contact Person: _____

Address: _____

Phone: _____

Description: _____

Limitations: Age: _____ Size of Group: _____ Time Preferred: _____

Other: _____

Grade/Subject: _____

PROCEDURES

FIELD TRIPS

Effective with the 1980-81 school year, the following procedures should be followed in requesting a field trip:

1. Consult the Community Resource Guide Field Trip section to locate an appropriate visitation site that relates to the unit of study. If one is not listed, see your Career Education Resource Teacher (CERT), principal, or counselor for a suggestion.
2. Contact the site at least three weeks in advance to set a date for the visitation. Be specific in stating the objectives of the field trip to the contact person to assist the site in planning for the trip.
3. Secure a Transportation Request Form (Sample on page 43) and a Lesson Plan form (Sample on page 44) from the principal's office.
4. Complete the Transportation Request Form and attach the Lesson Plan which illustrates the relevancy of the trip to the unit of study.
5. Obtain written approval from the school principal on the Transportation Request Form and submit the form with the Lesson Plan form attached to the Office of Career Education, Ms. Connie Davis, at least three weeks in advance.
 - a. Ms. Davis will log in the request and forward the forms to Mr. Dick Ramsey, Bus Shop, for transportation arrangements.
 - b. The teacher requesting the trip is responsible for calling Mr. Ramsey at 541-0657 to check on the status of the bus at least two days prior to the trip.
6. Send a Parental Permission Form (Sample on page 45) home to obtain the parent signature of approval at least one week before the trip. One form for each student should be on file in the principal's office.
7. Submit a Community Resource Resume form (Sample on page 40 - labeled as a Field Trip Resource - to the Career Education Resource Teacher (CERT) either before or immediately after the trip. Whether the resource is listed in the Guide or not, in order to comply with county policy, this form must be submitted on each trip taken.
8. Mail a follow-up letter of appreciation to the field trip site to thank the representative for the valuable help. The visitation sites often

Procedures - Field Trips (Continued):

enjoy receiving letters written by the students (be sure to check for errors before mailing!)

IMPORTANT NOTES

1. All field trips must be scheduled and requested between October 1 and March 31 of the school year. Trips may be taken after March 31, but they must be scheduled and requested prior to March 31.
2. Trips may be scheduled only on Tuesday, Wednesday, and Thursday during a week. Avoid Monday and Friday due to conflicts with the bus schedule.
3. No more than two trips per month may be scheduled and taken by any one school. Exceptions to this policy will be considered on an individual basis. Contact Connie Davis in the Office of Career Education and Staff Development for consideration.
4. No more than three trips per day throughout the school system can be accommodated. Therefore, depending upon the number of trips previously scheduled, you may be asked to reschedule a trip on occasion.

TRANSPORTATION REQUEST FORM

School _____

Purpose of Trip _____

Point of Departure _____

Point of Destination _____

Date of Trip _____ Time of Departure _____

Number of Students _____ Number of Chaperons _____

Request For Trip Made By: _____

Teacher - Coach etc.

Approved: _____

Principal

Transportation Approved By: _____

Assistant Supt. for Pupil Services

Date

Driver Assigned _____

Bus Assigned _____

Speedometer Reading at Point of Departure _____

Speedometer Reading at Point of Return _____

Time of Departure _____

Time of Return _____

Total Hours _____

~~BUS DRIVER TO BE PAID BY THE SCHOOL. A CHARGE OF TEN CENTS PER MILE WILL BE
MADE FOR BUS OPERATION, (GASOLINE, OIL ETC.)~~

Subject/Grade _____ Developed by: _____

Outcome Goal: _____ CRT Objectives No.(s) _____

Performance Objective: _____

Curriculum Content	Activity	Materials, Resource Suggestions
48		49

PARENTAL PERMISSION FORM
EDUCATION TRIP

Description of Trip

Destination: _____

Date: _____

Point of Departure: _____ Time: _____

Point of Return: _____ Time: _____

Method of Travel: _____

Description of Activity: _____

Teacher: _____ Phone: _____

Permission

If you want your child to go on this trip, please read the following carefully, put your signature and the date in the designated space and return to me prior to the date of the trip.

1. I understand that my child must obey the rules that are established in terms of proper behavior for this trip.
2. I understand that the school is in no way responsible for personal property carried by my child on this trip. Any items left on buses used on the trip will be returned to the school office where students may claim them.

I hereby give my permission for my child _____
to go on this field trip to _____.

Signature: _____ Date: _____

PROCEDURES

SPEAKERS

Effective with the 1980-81 school year, the following procedures should be followed in securing a community resource speaker:

1. Check the Community Resource Guide to locate an appropriate resource speaker to further the objectives of the unit of study. If an appropriate speaker is not listed, check with the Career Education Resource Teacher (CERT), principal or counselor for a suggestion.
2. Phone the speaker to invite them for the scheduled day. Be sure to be specific in stating the goals of the speaker presentation so that the resource person will know what and how to prepare. (Sample information appears on page 47)
3. Obtain approval of the principal for the visit and invite the principal to attend in order to welcome the guest.
4. Prepare your class for the visit in advance by explaining who is coming, when they will speak, and why they are coming. Encourage the class to plan questions (Samples on page 48) to ask the speaker on the day of the visit.
5. Call the resource person one or two days before the visit to confirm. Often, speakers are very busy with their work and forget about the visit.
6. Complete a Community Resource Resume form (Sample on page 40) on the speaker and submit to the CERT before or immediately after the visit.
7. Write or have your students write follow-up thank you letters. Always be sure the students' letters are corrected before mailing.

MEMORANDUM

TO:
FROM:
DATE:
SUBJ:

Thank you for agreeing to serve as a resource in our Career Education Program. I appreciate your cooperation and look forward to working with you. The classroom teacher will contact you a day or so ahead of schedule to confirm everything. Below is more detailed information about the class and the arrangements for you to assist us.

Kind of resource you are providing: _____ field trip _____ classroom visit

Date: _____ Time: from: _____ to: _____

School: _____

Address: _____

Telephone: _____ Room Number _____

Grade Level: _____ Age of Class: _____ No. of Students _____

Subject being studied: _____

General idea of what we are doing: _____

Ways you can help us: _____

Additional information: _____

My school telephone should you need to talk with me: _____

SAMPLE QUESTIONS FOR STUDENTS TO ASK WHEN STUDENTS VISIT
FIELD TRIP SITE, GRADES 7-12

1. Do you mainly provide a service, manufacture goods, or sell goods?
2. How many different kinds of jobs are found here, such as sales, service, bookkeeping, managing, etc.?
3. How do you handle money that you send and receive?
4. How do you inventory, price, rotate and keep up with stock?
5. Most businesses have special language; can you name five words that you commonly use but which might not be heard in everyday speech?
6. What special tools or machines do you use as a part of your everyday work?
7. How do you use math in your work?
8. Is it important to have a knowledge of English and grammar in this work?
9. Do you need any skills related to science in your work?
10. Do things related to what is taught in social studies have any importance in your work?
11. Do you work more with people or more with goods?
12. What education is required in order to work in the various jobs?

Do the employees here receive any special training after they begin work here?
13. How does a person advance in this field? Does the person become more proficient at the same task or do they change to other jobs with more responsibility?

PROCEDURES

FREE & INEXPENSIVE MATERIALS

The materials listed in this section have been compiled from teachers in staff development courses, from school systems in other counties, and from various other sources. All materials listed are intended to be free or relatively inexpensive in nature. However, due to the many sources, a few materials may be listed which are not considered "free and inexpensive." As a safeguard, always state the word "free" in the letter of request just in case the item does have a charge. In that event, the company will probably notify you of the charge before mailing the material.

The following procedures are outlined to assist you in obtaining free and inexpensive educational materials:

1. Check the Index of Grade Level/Subject Area/Career Concept in the Materials section of the Community Resource Guide.
2. Locate and read the descriptions of relevant materials to decide which materials are beneficial and useful to your program.
3. Order the materials well in advance of the date you plan to use them due to the lengthy periods of mail processing and delivery.
4. Ask the school office if you may use school stationery for the request since most companies supply only educational institutions at no charge.
5. Mail a request indicating the name of the material, a brief description, and the quantity of materials needed. Often only single copies are available at no charge. Be sure to include your name and mailing address (Sample request letter on page 50).
6. Include a thank you letter either in advance or after receiving the material.
7. Submit a community resource resume (Sample on page 40) - labeled Material - on any materials you order to the CERT. Please make corrections and add comments on the resumes of the materials you order. Please turn in any new sources not listed in the Guide so that additions can be made at regular intervals.

COLUMBIA COUNTY BOARD OF EDUCATION

JOHN PIERCE BLANCHARD, SUPERINTENDENT OF SCHOOLS

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MEMORANDUM

TO:

FROM: Career Education Project, Columbia County School System

DATE:

SUBJ: Request for Materials

Columbia County School System has equipped each Junior and Senior High School with a career education resource center. The following free materials will be a valuable asset to each center.

Name of Material: _____

Number of Copies: _____

Thank you for your cooperation and courtesy in providing free education materials for our students.

Please return to:

Connie L. Davis, Coordinator
Career Education Project
Columbia County School System
Evans Comprehensive High School
Cox Road
Evans, GA 30809